

**U.S. DEPARTMENT OF TRANSPORTATION
SMALL BUSINESS INNOVATION RESEARCH PROGRAM
SOLICITATION NO. DTRS57-04-R-SBIR**

PROPOSAL CHECKLIST

This is a CHECKLIST OF REQUIREMENTS for your proposal. Please review the checklist carefully to assure that your proposal meets the DOT SBIR requirements. Failure to meet these requirements may result in your proposal being returned without consideration. (See Sections III and IV.C of this Solicitation). Do not include this checklist with your proposal.

- _____ 1. The proposal reflects the fact that for Phase I a minimum of two-thirds (and for Phase II a minimum of one-half) of the research and/or analytical effort will be performed by the proposing firm as required (see Sections V.H.1 and V.H.2) and the primary employment of the principal investigator (for both Phase I and Phase II) must be with the small business firm at the time of award and during the conduct of the proposed research as required (see Section I.C).
- _____ 2. The proposal is 25 PAGES OR LESS in length. This limitation does not apply to the additional information required by Section III.H.
- _____ 3. The proposal is limited to only ONE of the research topics in Section VIII.
- _____ 4. The proposal budget may be up to \$100,000 unless otherwise indicated and duration does not exceed six months.
- _____ 5. The technical abstract contains no proprietary information, does not exceed 200 words, and is limited to the space provided on the Project Summary sheet (Appendix B).
- _____ 6. The proposal contains only pages of 8 1/2" x 11" size.
- _____ 7. The proposal contains no type smaller than 10 point font size.
- _____ 8. The COVER SHEET (Appendix A) has been completed and is PAGE 1 of the proposal.
- _____ 9. The PROJECT SUMMARY (Appendix B) has been completed and is PAGE 2 of the proposal.
- _____ 10. The TECHNICAL CONTENT of the proposal begins on PAGE 3 and includes the items identified in SECTION III.D of the Solicitation.
- _____ 11. The Contract Pricing Proposal (Appendix C) has been included as the last section of the proposal.
- _____ 12. The acknowledgement of proposal receipt card on the back cover of the solicitation has been detached, filled out and included with the proposal package.
- _____ 13. An original and four copies of the proposal are submitted.
- _____ 14. The additional information on prior Phase II awards, if required, in accordance with Section III.H.
- _____ 15. The proposal must be postmarked (or delivered to the DOT SBIR Program Office) no later than May 3, 2004 as required (see Section VI.A). If submitted electronically, the proposal must be received by May 3, 2004, as well.